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ABSTRACT

An analysis of survey responses from a sample of orthopaedic physician's assistants on competency characteristics for their occupation is presented in this document. (Orthopaedic physician's assistant is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--see CE 018 900-916.) (JH)

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Final Report

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Common Intra-Cluster Competencies Needed in Selected
Occupational Clusters

Supplemental Volume XIV: Orthopaedic Physician's Assistant

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Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracuster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=__. Those characteristics include:

1. Competencies reported by respondents -

The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by ORTHOPAEDIC PHYSICIAN'S ASSISTANT (by percent) N=17

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
1. Seek guidance to improve performance in patient care.	89	38	62	50	37	13	50	0	50
2. Participate in/conduct demonstrations of procedures and equipment (in-service).	86	83	17	0	0	100	17	83	0
3. Orient new personnel to unit facilities, routines and other personnel.	89	62	38	12	38	50	0	29	71
4. Advise health professionals on the technicalities and procedures involved in operating special equipment.	71	80	20	20	0	80	40	60	0
5. Practice established routines and policies of the health care facility.	89	62	38	62	25	13	50	12	38
6. Supervise subordinates within the health care facility.	*								
7. Give "on the job" instruction.	78	80	20	40	20	40	20	20	60
11. Identify operational deficiencies and recommend corrections.	100	55	45	0	33	67	55	0	45
13. Develop job description.	89	25	75	12	0	88	75	12	13
14. Consult with health professionals on purchasing/constructing/using special appliances.	57	50	50	20	40	40	0	60	40

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
16. Maintain standards of employees' personal hygiene as related to job performance.	29	0	100	100	0	0	0	0	100
17. Insure that all subordinates are on duty.	*								
18. Attend and participate in staff meetings.	57	25	75	0	25	75	67	0	33
19. Develop policies and establish departmental procedures.	33	33	67	0	0	100	0	33	67
20. Inform personnel of new or changed policies and procedures.	43	0	100	33	0	67	67	0	33
21. Provide liaison between doctor and other professional associates.	67	67	33	50	33	17	33	17	50
22. Review and approve employee's payroll time and salary.	*								
23. Coordinate work schedules with other departments.	33	33	67	33	33	33	0	0	100
24. Teach special procedures to department members/ students/health care professionals.	57	75	25	0	20	80	60	20	20
25. Teach safety techniques as needed.	56	80	20	0	40	60	40	40	20
27. Inform personnel of potential hazards in their working areas.	56	40	60	20	20	40	20	20	60

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
29. Represent the department and facility at community meetings.	*								
30. Attend meetings and participate in community activities related to doctor's practice.	43	0	100	0	0	100	100	0	0
32. Assist in the orientation of volunteers, students, and new staff.	57	25	75	25	0	75	67	0	33
33. Recommend materials to be used in training volunteers.	44	25	75	0	25	75	0	25	75
35. Participate in public relation activities as directed.	*								
36. Conduct tours of facilities.	*								
39. Assist patient with personal hygiene and grooming.	44	50	50	50	25	25	0	50	50
40. Assist patient in and out of bed.	43	100	0	33	33	33	33	67	0
41. Assist patient in walking.	67	100	0	33	17	50	33	33	33
42. Transport patient on stretcher/wheelchair.	43	100	0	0	50	50	50	25	25
46. Assist in resolving patient complaints.	43	100	0	67	33	0	100	0	0

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
47. Obtain signature on various patient/family consent forms.	44	75	25	0	50	50	25	25	50
48. Teach patient/family preventative general health care.	29	100	0	50	0	50	50	50	0
50. Assist patient in active/passive exercise.	71	100	0	40	20	40	60	40	0
51. Obtain information from patient/family.	67	83	17	33	17	50	50	17	33
52. Orient patient/family to health care facility.	*								
53. Receive patient, explain tests and procedures to them and allay their fears.	44	75	25	40	40	20	60	20	20
54. Attend to patient's comfort before, during, and after examination/tests/treatment.	29	100	0	100	0	0	100	0	0
55. Aid patient in completing insurance forms.	33	0	100	33	33	33	0	33	67
56. Explain post-operative instructions to patient.	86	50	50	50	33	17	100	0	0
57. Explain fees to patient.	56	0	100	0	40	60	0	20	80
60. Explain therapy procedures in lay terms.	86	50	50	67	33	0	83	0	17
61. Explain follow-up services to patient.	78	43	57	29	29	42	42	29	29
62. Help patient develop positive attitudes toward their illness/confinement.	71	20	80	60	20	20	100	0	0

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
63. Assist in establishing a comfortable relationship between the patient and the health care professional.	78	57	43	42	29	29	42	16	42
64. Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.	29	100	0	100	0	0	50	0	50
65. Interpret patient's signs, symptoms, behavior, etc.	67	67	33	83	17	0	67	17	16
67. Observe patient's general physical condition, appearance, and behavior.	78	71	29	71	29	0	57	14	29
69. Record and chart vital signs, height, weight, and/or other conditions as directed by health care professional.	78	71	29	57	14	29	57	14	29
71. Follow established admitting procedures.	44	75	25	25	50	25	25	25	50
72. Maintain a use record on special equipment.	*								
74. Maintain appointment control.	43	67	33	33	33	33	0	67	33
75. Complete insurance forms.	33	33	67	0	33	67	33	33	33
77. Schedule patient treatment sessions.	44	50	50	50	50	0	25	25	50
79. Obtain charts of patients for whom information is requested.	44	100	0	50	50	0	0	0	100

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
85. Maintain and prepare productivity reports.	*								
87. Prepare daily census.	*								
88. Obtain physician's record of medical information and signature on certificate.	*								
92. Prepare requisitions.	43	67	33	67	0	33	33	0	67
93. Handle telephone calls.	89	63	37	88	0	12	25	25	50
94. Disseminate insurance information requests to other departments for completion.	*								
97. Mount, label, and file radiographs.	*								
99. Record patient's medical/dental history.	*								
105. Receive and organize handling of medication samples.	*								
106. Prepare and replenish supplies in physician's kit.	43	100	0	33	33	33	0	33	67
107. Operate office business machines.	33	33	67	33	33	33	0	67	33
108. Initiate and maintain a medical record file for patients.	*								

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		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
109. Follow up on house calls and hospital visits for information needed for office medical record folders.	*								
110. Establish and maintain a control system for location of medical record folders.	*								
111. Maintain catalogs of supplies and equipment.	89	63	37	25	25	50	25	37	38
113. Maintain a fee schedule for services.	*								
115. Follow established procedure in filing incident reports.	*								
116. Process loans of X-ray films.	*								
118. Receive and record physician's verbal orders.	32	60	40	80	20	0	80	20	0
123. Open sterile packages and packs.	89	75	25	75	25	0	87	0	13
125. Use overbed cradles.	*								
127. Use footboards.	56	80	20	0	60	40	60	20	20
128. Turn and place patient in correct body alignment.	*								
129. Use sheepskins, lambswool pads.	56	100	0	0	80	20	60	20	20

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131. Use trochanter rolls, sandbags.	67	100	0	17	67	16	33	17	50
133. Use air rings, doughnuts.	*								
139. Assist with/apply T, straight, scultetus breast, and triangular (sling) binders.	*								
140. Assist with/apply ace bandages and elastic stockings.	100	100	0	80	20	0	80	20	0
145. Prepare injections using measured/sterilized dose.	56	80	20	60	0	40	100	0	0
148. Accumulate and process data for doctor's interpretation.	57	100	0	100	0	0	75	25	0
151. Evaluate adequacy of work space.	*								
153. Receive specimen from patient, record pertinent data on container, and place in proper storage.	33	67	33	0	0	100	33	33	33
155. Improvise or modify equipment for special requirements.	44	100	0	0	0	100	0	25	75
160. Perform preliminary interpretations of observations for doctor.	71	60	40	60	20	20	80	20	0

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		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
163. Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.	67	83	17	0	0	100	100	0	0
165. Know the function of and be able to apply this knowledge to the use of special beds and frames.	78	100	0	0	14	86	100	0	0
166. Set up/assist with surgical procedures.	86	83	17	100	0	0	100	0	0
167. Recognize the need to redo a cast.	89	87	13	87	13	0	62	0	38
168. Set up and adjust traction equipment for use by patient.	86	83	17	67	17	16	100	0	0
169. Check limb braces for function, comfort and fit. Adjust them as necessary.	78	86	14	29	0	71	67	14	29
170. Recognize the need for adjustment in traction devices.	86	67	33	50	0	50	100	0	0
171. Set up and assist with the use of various fracture tables.	100	89	11	45	33	22	67	11	22
172. Be knowledgeable of limb braces and be able to apply them.	71	60	40	60	0	40	100	0	0
173. Apply simple casts and splints.	100	100	0	89	11	0	78	11	11

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		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
174. Recognize signs of "plaster breakdown" in casts, and repair same.	86	83	17	100	0	0	83	17	0
175. Be familiar with various orthopaedic operative procedures and the equipment these procedures require.	89	88	12	88	12	0	63	12	25
176. Use a cast cutter and other related tools.	71	100	0	100	0	0	80	20	0
177. Serve as a surgical technician for general surgical/orthopaedic cases.	100	89	11	78	11	11	78	0	22
178. Set up the complete surgical "back table" and "Mayo stand."	57	100	0	50	0	50	100	0	0
179. Perform routine measurement of range of motion and muscle testing.	78	71	29	43	14	43	86	0	14
180. Take and process X-rays.	29	100	0	0	50	50	50	50	0
181. Practice patient and operator safety measures and radiation.	44	50	50	25	50	25	100	0	0
184. Adjust voltage, amperage, and timer of X-ray machine.	*								
200. Prepare non-carpule hypodermic syringe for injection of medications.	29	100	0	100	0	0	100	0	0

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206. Pour, trim, and articulate cast.	29	100	0	50	0	50	100	0	0
231. Effect completion of records by other departments.	*								
237. Recommend policies for departmental functions.	*								
279. Operate audiovisual equipment, e.g., projector, recorder, etc.	33	33	67	0	33	67	33	67	0
411. Connect catheters and tubing to drainage.	44	75	25	0	50	50	75	0	25
413. Insert urinary catheters.	44	75	25	25	0	75	75	25	0
414. Assist with/apply rib belts.	43	67	33	0	33	67	33	67	0
415. Apply hot water bottle, hot and cold packs, hot and cold soaks, hot and cold compresses, cold ice bag.	*								
419. Do cultures (nose, throat, wound).	67	83	17	17	0	83	67	0	33
420. Assist personnel in giving nursing care.	*								
421. Review schedule appointments with doctor.	44	50	50	50	0	50	25	0	75
452. Describe the nature of patient's illness or injury.	*								

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
457. Assist physician in application of cast.	78	86	14	86	0	14	86	0	14
569. Select activities for treatment plan based on client preferences.	*								
573. Plan activities typical of normal neuromuscular development within bounds of client's capabilities.	*								
575. Provide activity which develop postural reactions.	*								
581. Modify, adjust or fabricate body supports or controls as needed and as directed.	67	67	33	0	33	67	83	0	17
582. Check for proper fit on splints, body supports, and controls by observing white/red pressure spots.	43	67	33	100	0	0	67	33	0
583. Provide problem solving situations in use of prosthetic device.	33	67	33	0	0	100	75	0	25
585. Recommend other therapies to client as needs arise.	*								
586. Review patient's clinical history.	43	33	67	100	0	0	67	33	0
591. Take X-rays (dental/abdominal/spinal/chest/etc.).	*								

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		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
593. Operate image intensifier fluoroscopic units.	*								
610. Perform artificial respiration.	*								
621. Mix and measure drug doses.	*								
622. Recognize expected reactions to treatment.	*								
623. Recognize complications of adverse reactions to treatment.	*								
624. Minimize hazards throughout the health care facility.	*								
625. Arrange equipment for convenient and safe use.	56	100	0	60	0	40	60	0	40
627. Accurately measure body temperature and read clinical thermometer for oral, rectal and axillary temperature.	33	100	0	0	0	100	33	0	67
628. Operate and adjust examining tables.	29	100	0	50	0	50	0	50	50
630. Prepare medications.	*								
633. Understands cause and prevention of decubiti.	56	60	40	40	20	40	60	0	40
635. Has an understanding of fire prevention and control.	78	29	71	29	14	57	29	29	42

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		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
637. Introduce patient to activities appropriate to his capabilities.	44	50	50	25	25	50	50	0	50
639. Guide patient in use of prosthetic devices.	56	80	20	20	20	60	80	0	20
641. Instruct patient about available self-help devices.	56	60	40	40	0	60	40	0	60
645. Immediately report deviations of patient's vital signs from the normal.	44	75	25	25	50	25	50	0	50
649. Give instructions to patient regarding medication.	56	60	40	60	40	0	60	0	40
650. Persuade and motivate patients to participate in therapy sessions.	*								
651. Direct patient to project completion by praise and encouragement.	56	80	20	40	20	40	60	20	20
653. Adapt teaching techniques to capabilities of patient.	44	75	25	75	0	25	50	0	50
656. Cut and remove sutures postoperatively.	33	100	0	67	0	33	67	33	0
669. Perform superficial/specialized examination of patients.	67	83	17	67	0	33	83	0	17

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
670. Abstract simple data from patient's chart.	*								
671. Position, gown/drape patient.	89	100	0	75	0	25	88	0	12
672. Prep patient using correct procedures and solutions.	57	100	0	25	25	50	100	0	0
673. Prepare patient for skeletal traction.	78	100	0	43	14	43	86	0	14
674. Teach patients how to use crutches, walkers, etc.	29	100	0	100	0	0	100	0	0
675. Teach patients exercise programs.	78	86	14	88	0	12	100	0	0
679. Assist with the administration of local anesthetics.	78	86	14	71	29	0	71	14	15
685. Dispense medications when ordered by health professional.	33	100	0	33	0	67	100	0	0
687. Apply hand mallet in surgical procedures.	56	100	0	20	20	60	60	0	40
689. Dispose of contaminated materials and equipment.	44	75	25	50	0	50	50	0	50
690. Change soiled linen and clothes.	*								
692. Clean and maintain service area and equipment, within area of responsibility.	57	100	0	75	25	0	0	75	25

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		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
693. Order/inventory and store equipment and supplies.	67	67	33	0	83	17	17	17	66
695. Verify performance of instruments/devices against manufacturer's specifications.	44	50	50	25	0	75	0	25	75
696. Determine if equipment needs repair.	43	67	33	100	0	0	67	33	0
697. Schedule/perform maintenance on equipment.	67	33	67	17	17	66	17	17	66
701. Properly store traction equipment.	56	60	40	40	0	60	20	20	60
702. Clean, sharpen and maintain instruments/equipment as required.	71	100	0	20	60	20	40	60	0
703. Control contractual services for maintenance of equipment/facilities.	*								
704. Maintain unexposed radiographic film storage.	*								
705. Establish and maintain chain of antisepsis.	67	50	50	66	17	17	83	0	17
706. Prepare instruments for sterilization (chemical, autoclaving, dry heat).	43	100	0	67	33	0	67	33	0
707. Sterilize instruments (chemical, autoclaving, dry heat).	67	67	33	17	33	50	83	0	17

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
708. Inspect all areas and rooms for proper house-keeping, temperature, and adequate supplies.	29	100	0	100	0	0	0	50	50
711. Check and record temperatures of appliances/equipment.	*								
713. Check invoices against purchase orders.	44	75	25	25	75	0	25	25	50
714. Organize storage areas for equipment, supplies, drugs.	43	100	0	0	33	67	33	0	67
715. Evaluate the effectiveness of sanitizing chemicals and sprays used.	33	0	100	0	33	67	33	0	67
717. Check radiation monitoring badges.	*								
719. Follow procedures for control and security of medical supplies, drugs, equipment.	67	67	33	66	0	34	50	17	33